



DEPARTMENT OF THE ARMY
HEADQUARTERS, 46TH ENGINEER BATTALION
8129 MISSISSIPPI AVE, BLDG 2262
FORT POLK, LOUISIANA 71459-5446

REPLY TO
ATTENTION OF:

AFZX-HC-EN

20 January 2015

MEMORANDUM FOR All Personnel, 46th Engineer Battalion, Fort Polk, LA 71459

SUBJECT: Command Policy Memorandum #6- Family Readiness Group Informal Funds Policy

1. The purpose of this policy is to provide guidance on the Family Readiness Group (FRG) Funds for the 46th Engineer Battalion.

2. References:

a. Army Regulation (AR) 210-22, Private Organization in Department of Army Installations, dtd 22 October 2001.

b. Department of Defense Instruction 100.15, Private Organizations on DoD Installations, dtd 20 December 2005.

3. The Family Readiness Group (FRG) plays an important role in unit readiness. To carry out their functions, FRG often engages in fundraising activities. Because the FRG is sponsored and supported by the units, it is important that FRG funds be properly accounted for and spent. The following apply to FRG funds within the 46th Engineer Battalion:

a. Only one member of the FRG, usually the treasurer, is responsible for fund custody, accounting, and documentation. He or she maintains FRG funds in a secure, yet accessible place such as a checking account at a local bank. The fund custodian is not permitted to keep funds in his or her home.

b. Unit commanders are responsible for the welfare of their command's FRG including FRG funds. The FRG funds custodian reports annually to the unit commander concerning the fund's existence, purpose, and financial status. The fund custodian identifies irregularities associated with the fund and immediately informs the unit commander.

c. The amount of funds in any individual unit FRG account cannot exceed \$1,000.00. This does not include funds that have already been specifically marked for scheduled FRG events or activities.

4. Use of FRG funds:

a. Limit use of FRG funds to expenses consistent with the purpose and function of the FRG.

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- b. Do not use FRG funds in any way that appears improper or contrary to Army interests. Commanders ensure FRG leaders understand Army policies regarding private organizations and informal funds.
 - c. Spends FRG funds on things that benefit the entire FRG, not specific individuals or groups. Departure gifts or baby cups are not authorized purchases with FRG funds.
 - d. FRG funds cannot duplicate the services of other on-post agencies. For example, groups cannot use their funds to establish an emergency food locker when other agencies, such as Army Community Service (ACS), already provide the service.
5. Ensure FRG leaders read and understand this policy. Direct further issues and questions regarding FRG funds to the Administrative Law Division, Office of the Staff judge Advocate, at 337-531-2754.

“STEEL SPIKE!”



WILLIAM B. MOEN
LTC, EN
Commanding